

## SOLE SOURCE PROCUREMENT REQUEST

Please complete and email to: [vip@azdoa.gov](mailto:vip@azdoa.gov)

Entire document MUST be completed	
<b>Section 1</b>	
Requesting Agency: ADOA Fleet Mgmt	
Vendor: Maximus	Estimated Cost: \$30,550.00
<b>Section 2</b>	
Brief description of materials or services: FleetFocus FA annual maintenance renewal for software maintenance and support to cover 10/01/08-9/30/09	
Maintenance and support includes: FleetFocus FA Support Motor Pool Module InforCenter Reservations Product updates and enhancements, unlimited email and telephone support for 12 months.	
<b>Section 3</b>	
Briefly describe why this procurement is Sole Source and why there is only a single source available: MFG direct	
Duration of this Sole Source procurement: 5 years	
Briefly describe the efforts made to seek other sources:  ADOA Procurement verified this fact using the following methods: Internet search and checking with current State Contracted vendors. After exhausting all these avenues, we requested and received a letter from Maximus verifying that this maintenance and support is proprietary.	

Send comments to the following individual:

<b>Requesting Agency Contact Information</b>	
Procurement Officer: Valerie Bailey	
Phone Number: 602-542-9123	Email Address: <a href="mailto:valerie.bailey@azdoa.gov">valerie.bailey@azdoa.gov</a>

<b>State Procurement Website Posting Information</b>	
R2- 7-E301 requires the State Procurement Administrator shall post the request on the State Procurement Office website and invite comments on the Sole Source request for five working days.	
Date Posted: 09/02/08	Date Closed: 09/09/08